



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
FPO SAN FRANCISCO, CA 96602-8600

DivO 6620.1E
DENT
27 Feb 1990

DIVISION ORDER 6620.1E

From: Commanding General
To: Distribution List

Subj: DENTAL APPOINTMENTS

Encl: (1) Dental Appointment Failure Memorandum

1. Purpose. To promulgate the dental care appointment system and to assure maximum utilization of available dental care by reducing failed appointments.

2. Cancellation. DivO 6620.1D.

3. Background. This Order delineates responsibilities for dental care and establishes a dental appointment system whereby the patient and their respective NCOIC's are notified of scheduled appointments to help prevent failed appointments. Appointment failures result in waste of valuable professional time, deprives others of needed treatment and decreases unit readiness. The following are considered failed appointments:

a. Failure to appear for the appointment

b. Failure to cancel or reschedule at least 24 hours prior to appointment.

4. Summary of Revision. This Order has been reformatted and contains minor administrative changes. The modifications to this Order are as follows:

a. Paragraph 5. Changes from E-3 to E-4 and below, those members required to have their appointments cancelled by their NCOIC/OIC.

b. Paragraph 6a. Changes the notification to unit commanders of failed appointments from weekly to daily memorandum.

c. Paragraph 6b. Changes the accountability/responsibility failed appointments from unit commanders to individual members

d. Paragraph 6c. Informs the units that individuals, E-4 and below, who fail appointments must report in person to the treating facility to make another appointment.

5. Policy. Dental treatment appointments are made with consideration for the urgency for treatment, the availability of

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treatment facilities and occupational commitments which may preclude the members availability for dental treatment. Once appointed, it is the member's military duty to appear at the appointed time. Patients are advised to give at least 24 hours advance notification if they need to reschedule or cancel their appointment. E-4's and below are required to have their NCOIC/OIC cancel their appointments.

6. Action. The use of a three part dental appointment card, FSSG Dental Form 6600/1, has been implemented, whereby the patient, the member's NCOIC and the attending dental officer are provided a record of the appointment. The unit's copy will be hand carried by the patient and given to the Company First Sergeant or a Staff NCO in their work space.

a. When a member fails to make a dental appointment, the Clinic Director will inform the unit commanding officer by daily memorandum enclosure (1).

b. Commanding officers will ensure that each Marine/Sailor is afforded sufficient time to arrive at the dental clinic for the scheduled appointment. In the event operational commitments preclude the Marine or Sailor from keeping a dental appointment, it then becomes the member's responsibility to see that the appointment is cancelled or rescheduled. Commanding officers will take appropriate action against personnel who fail to meet their dental appointments.

c. Marines and Sailors shall report to the attending dental clinic on time for their scheduled appointments. Members, E-4 and below who fail to keep appointments are required to report to the dental clinic in person to make another appointment. Personnel E-5 and above may reschedule by phone.



C. W. REINKE
Chief of Staff

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UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

In reply refer to:

DivO 6620.1E
DENT

25 FEB 1999

DIVISION ORDER 6620.1E Ch 1

From: Commanding General, 3d Marine Division
To: Distribution List

Subj: DENTAL APPOINTMENTS

Encl: 1 New page insert to DivO 6620.1E

1. Purpose. To direct pen changes to the basic Order

2. Action

a. In paragraph 3, page 1, remove "NCOIC's" and replace it with "SNCOIC's".

b. Remove enclosure (1), of the basic Order and replace it with the corresponding page contained in the enclosure.

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the Basic Order.


W. X. SPENCER
By direction

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DivO 6620.1E
25 FEB 1999

DENTAL APPOINTMENT FAILURE MEMORANDUM

6600
DENT

MEMORANDUM

From: Clinic Director, Camp Courtney Dental Clinic
To: Commanding Officer, _____

Subj: DENTAL APPOINTMENT FAILURE REPORT

Ref: a SECNAVINST 6600.2

1. The following individual(s) from your organization failed to keep a dental appointment. Request 24 hours notice be given when rescheduling is required or when personnel are unable to keep dental appointments.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>DATE</u>	<u>TIME</u>
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2. The individual(s) listed above, if E-4 or below, needs to RETURN TO THE DENTAL CLINIC TO MAKE A NEW APPOINTMENT, IN PERSON. Personnel E-5 and above may reschedule by phone. Our personnel have attempted to contact the patient(s). However, in the event the attempt was unsuccessful, please forward this memo to the individual(s) as a reminder.

3. The goal of this clinic is concerned quality patient care a zero patient failure rate. Your cooperation in ensuring the efficient use of limited dental resources, your support for the oral health of your Marines and your concern for the Operational Dental Readiness of your unit, as directed by reference (a), are appreciated. Any questions concerning the appointment status or treatment needs of this individual(s) may be directed to me at 622-7840.

Clinic Director)

ENCLOSURE (1
Ch 1 (